

February 26, 2015

Requirements for the Building Administrator Certificate (040)

You will be eligible for a conditional certificate as a building administrator in Maine upon completion of:

- (1) Section A. 1. and 3.**
- (2) at least five areas in Section C. Part I including 2. OR Section C. Part II;**
- (3) submission of a plan for a mentorship supervised by an employed Maine principal or career and technical education administrator. (See Section D.3.)**

You will be issued a five-year professional certificate once you complete all of Section A, Section B, Section C Part I or Part II, and Section D.

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Three years of satisfactory public or private teaching experience
2. Master's degree from an accredited institution
3. Criminal history record check approval – based on fingerprints
SECTION B:
1. Federal and Maine civil rights and education laws (3)
2. Special education law (3)
SECTION C: Part I
1. School finance and budget
2. Supervision and evaluation of personnel
3. Organizational theory and planning
4. Community relations
5. Educational leadership
6. Instruction leadership
7. Curriculum development
8. Cultural differences
9. Ethical decision making
SECTION C: Part II
School Leader Licensure Assessment: Test 6011 Score 163
SECTION D: (Choose one.)
Approved internship for a building administrator
1. Completion of a graduate level state-approved building administrator internship program for a minimum of fifteen weeks
2. Completion of one school year as a certified assistant principal, assistant career and technical education administrator, principal out-of-state, or career and technical administrator out-of-state
3. Completion of a mentorship plan for a building administrator approved by the Certification Office, with duration of the plan being a minimum of one academic year. (The plan must be approved by the Certification Office prior to issuance of a conditional certificate.)

(Continued on reverse)

SECTION E:
Teaching exceptional students in the regular classroom (3) *** (You will need to meet this requirement at the expiration of your first five-year professional building administrator's certificate.)

If this requirements list is more than two years old, please contact the certification office, as the requirements may have changed.

Fingerprint schedule on web site www.identogo.com

Applicants for an administrator certificate may meet a passing score on either SLLA Test Code 1010 or SLLA Test Code 1011 until 8-31-14. As of 9-1-14, all applicants must meet a passing score on test 1011/6011.

Register at www.ets.org/praxis/me/requirements.

***These credits may be earned through coursework or through completion of an approved in-service program taken since July 1975 and approved by the Maine Department of Education's Certification Office. This requirement may not be met through experience.

Courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. Required semester hours shall consist of non-duplicative coursework: examples: only one English Composition course or only one Algebra I course.

Section C. may be met through submission of a portfolio. The portfolio may contain evidence of professional development activities or experience. Please ask for portfolio guidelines if you are interested in this option. (The cost of review of a portfolio is \$300, in addition to the cost of the application for certification.) Review of a portfolio does not guarantee acceptance toward requirements.